

Application
Narrative
Cash Transmittals
Pre-Application
Pre_App Narrative
Pre-App Cash Transmittal
Development Standards

Development Application



Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other:
<input checked="" type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Project Name: The Living Room Gaiway Ranch
Property's Address: 8977 N. Scottsdale Rd. Suite 500

Property's Current Zoning District Designation:

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

Owner: <u>MS</u>	Agent/Applicant: <u>Tony Eden</u>
Company: <u>Main Street Real Estate Advisors</u>	Company: <u>The Living Room Gaiway Ranch</u>
Address: <u>7333 E. Doubletree Rd. #280</u>	Address: <u>8977 N. Scottsdale Rd Suite 500</u>
Phone: <u>480 398 2222</u> Fax: <u>480 398 2217</u>	Phone: <u>480 634 6709</u> Fax:
E-mail:	E-mail: <u>tonyhumblepie@hotmail.com</u>
Designer:	Engineer:
Company:	Company:
Address:	Address:
Phone: Fax:	Phone: Fax:
E-mail:	E-mail:

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications¹ will be reviewed in a format similar to the Enhanced Application Review methodology.

☒ **Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

☐ **Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Synde Schlier Senior Property Manager Main Street Real Estate Advisors as Managing Agent for Owner Signature <u>Gaiway Village Retail Center LLC</u>	<u>[Signature]</u> Agent/Applicant Signature
Official Use Only	Development Application No.:

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • www.scottsdaleaz.gov

16-UP-2018
10/3/2018

Development Application

Review Methodologies



Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. Standard Application Review Methodology

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion of the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy, Statements, and Staff Review Timeframes for Development Applications, number III.

20170323 09:25:23
20170323 09:25:23
20170323 09:25:23
20170323 09:25:23

Live Entertainment Use Permit LR Gainey

To whom it may concern:

The Living Room Gainey Ranch is requesting a Conditional Use Permit to have Live Entertainment inside our building. Our goal is to provide a two or three piece band. We would like to have them play on Saturday nights from the hours of 7 pm to 10 pm. Furthermore will would like to provide an acoustic guitarists for Saturday and Sunday Brunches from 11 am to 2 pm. We will not have amplification from their instruments on our house system. We will not play their music on the back patio adjacent to Scottsdale Rd and Doubletree. We will be hosting a open house at the restaurant on Tuesday October 2nd from 4 pm to 6 pm to receive any comments and concerns. Thank You for consideration on this matter.

Regards,
Living Room Management Team
8977 N. Scottsdale Rd. Suite 500
Scottsdale AZ, 85253
4806346709

16-UP-2018
10/3/2018

Request for Site Visits and/or Inspections

Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 303 -PA- 2018

Project Name: The Living Room Guiney Ranch

Project Address: 8977 N. Scottsdale Rd Suite 500

STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: _____

Synde Schiller
Senior Property Manager
Main Street Real Estate Advisors
as Managing Agent for
Scottsdale Village Retail Center, LLC
Print Name

Synde Schiller
Signature

City Use Only:

Submittal Date: _____ Case number: _____

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov



Current Planning Services
Long Range Planning Services

NOTICE OF INSPECTION RIGHTS

A.R.S. § 9-833

You have the right to:

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
 - Receive copies of any documents taken during the inspection.
 - Receive a split of any samples taken during the inspection.
 - Receive copies of any analysis of the samples taken when available.
- Be informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

You are hereby notified and informed of the following:

- The inspection is conducted pursuant to the authority of A.R.S. § 9-462.05 and/or Scottsdale Revised Code, Appendix B, Article I, Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I, Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, _____
at the following number: _____

Signature: _____ Date: _____

Printed Name: _____

☐ Check box if signature refused

Copy of Bill of Rights left at: _____



City of Scottsdale Cash Transmittal

116948

116948
1 01160081
10/3/2018 PLN-1STOP
KPETERS HP600G2019
10/3/2018 3:01 PM
\$2,550.00

Received From :

The Living Room
8977 N SCOTTSDALE RD STE 500
SCOTTSDALE, AZ
480-244-3573

Bill To :

Reference # 303-PA-2018

Issued Date 10/3/2018

Address 8977 N SCOTTSDALE RD STE 500

Paid Date 10/3/2018

Subdivision

Payment Type CREDIT CARD

Marketing Name

Lot Number

Cost Center

MCR

Metes/Bounds No

Jurisdiction SCOTTSDALE

APN 174-29-143B

Gross Lot Area 0

Water Zone

Owner Information

NAOS Lot Area 0

Water Type

The Living Room

Net Lot Area 0

Sewer Type

29883 N 78ST

Number of Units 1

Meter Size

SCOTTSDALE, AZ

Density

QS 26-45

602-697-5981

Code	Description	Additional	Qty	Amount	Account Number
3175	USE PERMIT APPLICATION		1	\$2,550.00	100-21300-44221

City of Scottsdale

7447 E. Indian School Rd.

Scottsdale, AZ 85251

(480) 312-2500

One Stop Shop

Date: 10/3/2018 Cashier: KPETERS

Office: PLN-1STOP Mach ID: HP600G20199

Tran #: 1 Batch #: 68395

Receipt: 01160081 Date: 10/3/2018 3:01 PM

116948

3175 USE PERMITS \$2,550.00

TENDERED AMOUNTS:

Visa Tendered: \$2,550.00

CC Last 4: 9039 Auth Code: 112

Transaction Total: \$2,550.00

Thank you for your payment.

Have a nice day!

SIGNED BY JAMES EDEN ON 10/3/2018

Total Amount

\$2,550.00

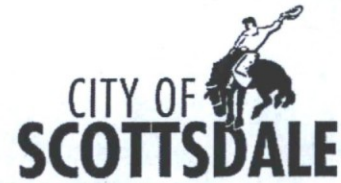
(When a credit card is used as payment I agree to pay the above total amount according to the Card Issuer Agreement.)

3" and larger water meter fees are based on cost recovery. The city will contact the owner of the construction permit if additional funds are due. Payment will be due within 30 days notification

TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSI

16-UP-2018
10/3/2018

Conditional Use Permit Development Application Checklist



Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 8 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Conditional Use Permit Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>2,440</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology. <p>Prior to application submittal, please research original zoning case history to find the original adopted</p>

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

		ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
		5. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing (sample agreement information provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Appeal of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – ① copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – ② copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12. Addressing Requirements (forms provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13. Public Participation Process Requirements (see Attachment A)
		14. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> Affidavit of Posting for Project Under Consideration Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing) Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper – (form provided) <ul style="list-style-type: none"> Provide ① color original set and 1 - 8-1/2" x 11"
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Archaeology Survey and Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archeological Research - ① copy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		19. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21. Application Narrative <ul style="list-style-type: none"> 8 ½" x 11" – ④ copies <p>a. The application narrative shall include:</p> <ul style="list-style-type: none"> A one paragraph explanation of the request. This shall be no greater than a half page. Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response. Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response. <div style="margin-left: 40px;"> <input type="checkbox"/> Bar <input checked="" type="checkbox"/> Live Entertainment <input type="checkbox"/> Other </div> <p>b. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22. Security, Maintenance & Operations Plan (For Bars and Live Entertainment) (form provided) <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Live entertainment (other than DJ) Medical marijuana Use / Caregiver Cultivation The Security, Maintenance & Operations Plan shall be accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23. Public Safety Plan (form provided) <div style="float: right; text-align: right; font-family: cursive;"> Public Safety Plan JOHN MILLER NOT NEEDED </div> <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Establishments that require age verification for admittance, such as a Bar Teen dance centers Adult uses Establishments that have a Disc Jockey (DJ) The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>24. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> 24" x 36" – ② color copies, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> 8 ½" x 11" – ① color copy (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>25. Site Plan</p> <ul style="list-style-type: none"> 24" x 36" – ①① copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copies (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>26. Open Space Plan (Site Plan Worksheet) (sample provided)</p> <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>27. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>28. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	<p>29. Landscape Plan</p> <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30. Hardscape Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31. Parking Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	32. Parking Master Plan See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> 8-1/2" x 11" - ② copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	33. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	34. Elevations <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – ② color copies, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) 8 ½" x 11" – ① color copy, (quality suitable for reproduction) 8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35. Floor Plans <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	37. Exterior Lighting Site Plan (policy provided) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38. Exterior Lighting Photometric Analysis <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	39. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40. Drainage Report See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • Hardcopy - 8-1/2" x 11" – ① copy of the Preliminary Drainage Report including full size plans/maps in pockets • Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	41. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • 8-1/2" x 11" – ① copy of the Drainage Report including full size plans/maps in pockets • Digital - ① copy (see handout submittal instructions)

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>42. Final Basis of Design Report for Water</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>43. Final Basis of Design Report for Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>44. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <p><input type="checkbox"/> Category 1 Study</p> <p><input type="checkbox"/> Category 2 Study</p> <p><input type="checkbox"/> Category 3 Study</p> <ul style="list-style-type: none"> • Email (see handout instructions) • 8-1/2" x 11" - ③ copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>45. Native Plant Submittal</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>. <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <ul style="list-style-type: none"> • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>46. Other Plans and Report Requirements</p> <ul style="list-style-type: none"> • Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc) • 24" x 36" – ① copy, <u>folded</u>. (Plans and graphics) • 8-1/2" x 11" - ③ copies of any report

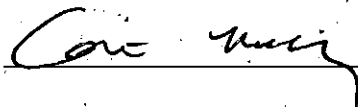
Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	47. Other: _____ _____ _____
--------------------------	--------------------------	------------------------------------

PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>303</u> -PA- <u>2018</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	49. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	50. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be required at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	51. Other: _____ _____ _____ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	52. If you have any question regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): <u>Doris McCarty</u> Phone Number: <u>480-312-4214</u> Coordinator email: <u>Dmccarty</u> @scottsdaleaz.gov Date: <u>4/24/18</u> Coordinator Signature: <u></u> If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.scottsdaleaz.gov

Conditional Use Permit Application Checklist

This application needs a: ☒ New Project Number, or

☐ A New Phase to an old Project Number: _____

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/building-resources/forms>

Planning and Development Services

One Stop Shop

Planning and Development Services Director

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

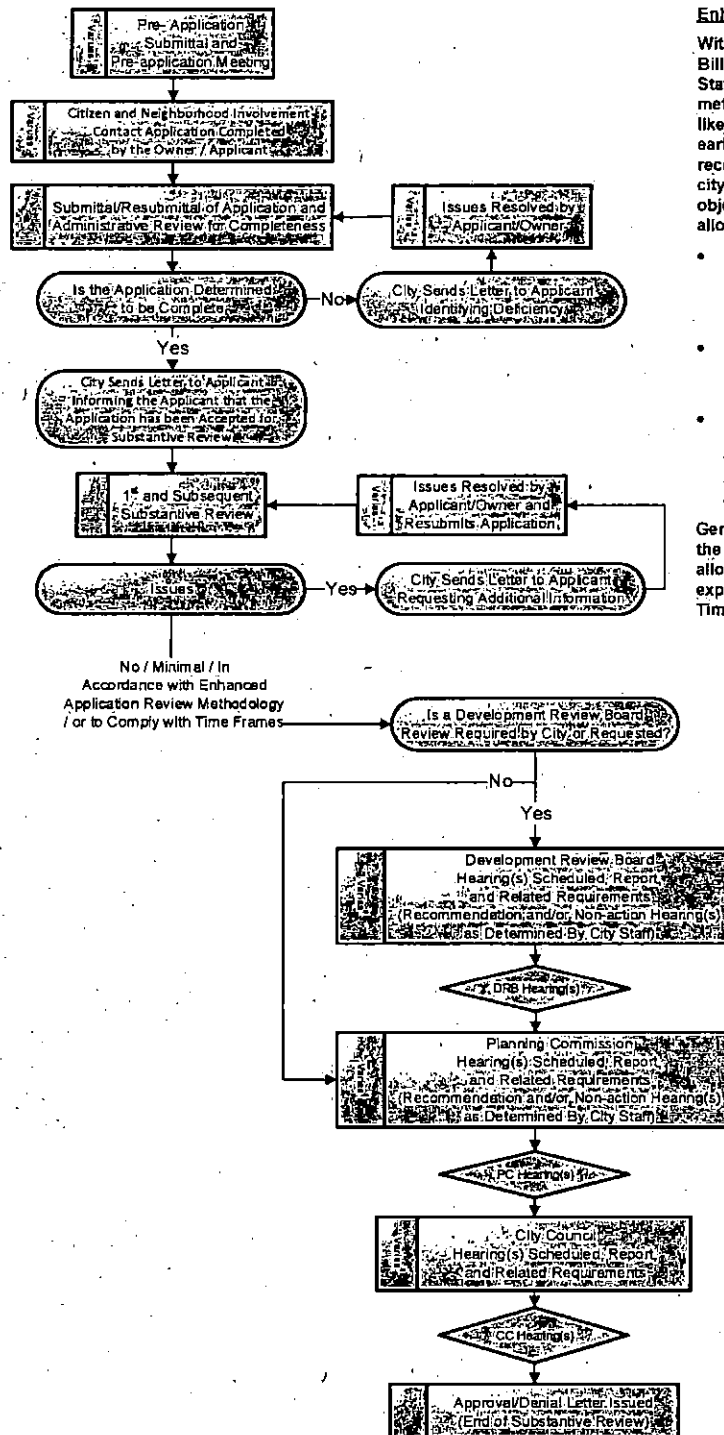
Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)



Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent.

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days (Per Review)	95 Total Staff Working Days (Multiple Reviews in This Time Frame)	Time Frames Vary	Letter Issued

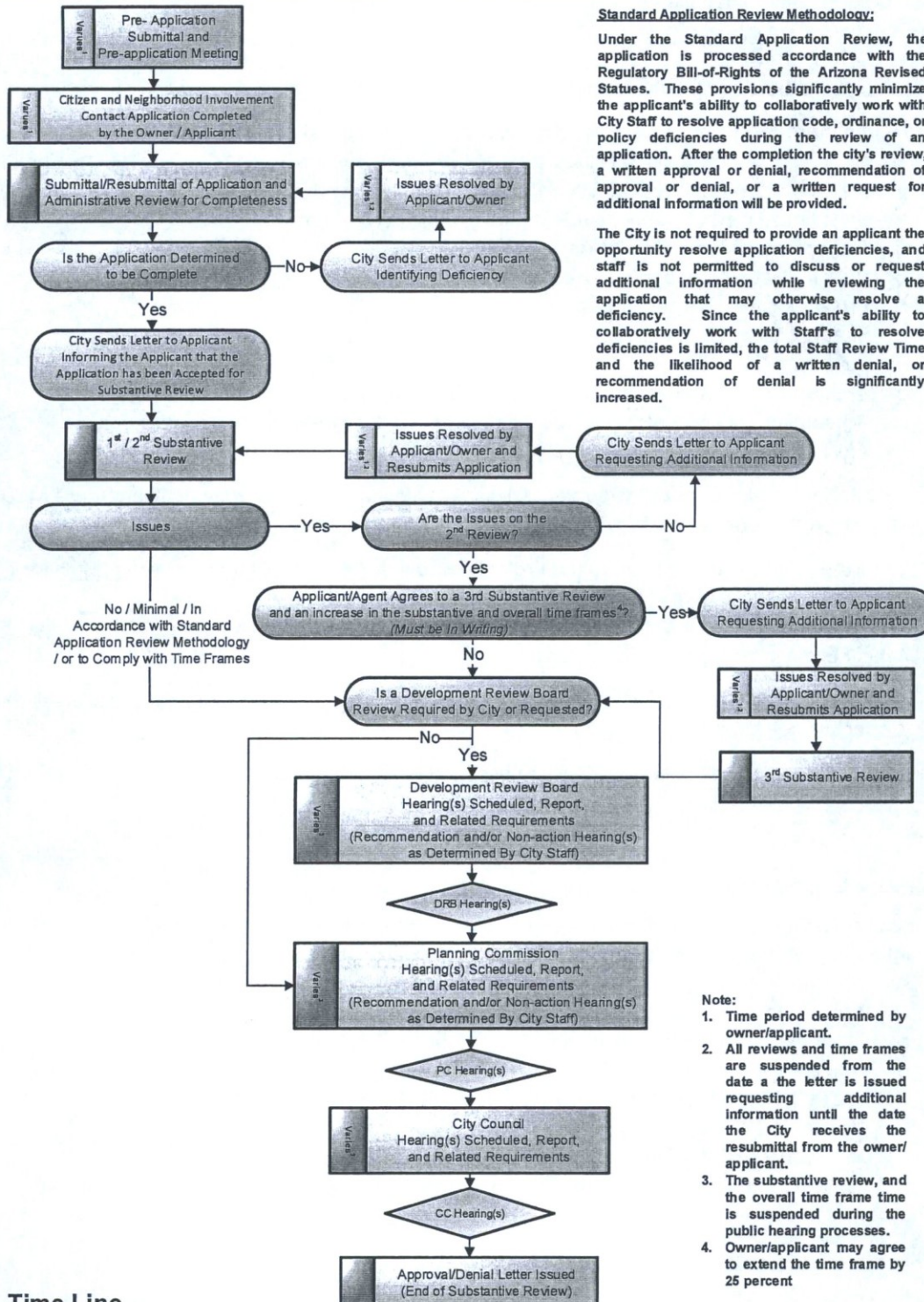
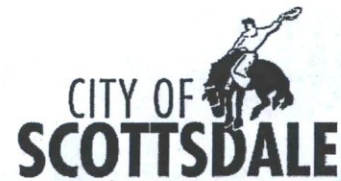
Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)



Standard Application Review Methodology:

Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity resolve application deficiencies, and staff is not permitted to discuss or request additional information while reviewing the application that may otherwise resolve a deficiency. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ²	Letter Issued

Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/ applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Public Participation

Conditional Use Permits (UP)

Municipal Use Master Site Plans (MUMSP)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

☒ Step 1: Complete Neighborhood Involvement Outreach

☒ Hold a minimum of 1 Open House Meeting prior to formal application submittal

- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the City's interested parties list, and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Applicant and City contact names, phone numbers, and email addresses
 - Scheduled open house(s) - including time, date, and location
 - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

☐ Complete Standard Neighborhood Notification Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Conceptual site plan/elevations
 - Applicant and City contact names, phone numbers, and email addresses

Public Participation

- Conditional Use Permits (UP)
- Municipal Use Master Site Plans (MUMSP)



☒ **Step 2: Document your Project Notification efforts as follows:**

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

☒ **Step 3: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo (form provided)**

City will provide other public notification

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements